

Guide for volunteers at Coast Academy Schools

Welcome and thank you for being a helper. Helpers in school make a real difference to the children and we greatly appreciate the time that you are giving to support the children and their learning.

The following acts as guide for all of our volunteers who work with the children both on and off site.

- There are three school rules across the school that all children follow all of the time:
 - 1) We work hard.
 - 2) We have good manners.
 - 3) We care for each other.
- Please help the children to uphold the academy values. Displayed clearly around the school
- Relationships with children: The better the relationships you develop with the children, the more you will enjoy helping out! Be really careful to try to treat all children fairly. Try to show that you value all the children and make them all feel special!
- Behaviour issues: Please feel free to deal with minor behaviour issues that can be resolved with a few quiet words and/or a reference to the Trilogy of Rules, or other school rules. All other behaviour issues should be referred to a member of staff.
- Confidentiality: Staff try to be discrete at all times. However the very nature of running a classroom means that you may hear things discussed about a child other than your own or you may also be aware of sensitive information. Please respect confidentiality in all cases and do not discuss these issues with others, either verbally or via social media.
- Always ask for help: the teacher will have spent time planning for the class so please follow advice and guidance. If you feel that you are not clear, please clarify with the teacher or TA.
- If not comfortable or confident with something please go back to the teacher.
- Please refer all first aid issues to the class teacher or named first aider in the school so that they can follow full procedure.
- To comply with child protection procedures, please ensure that you have minimal physical contact with children.
- If involved in sport, we have procedures for supporting the children changing. We do not allow adults into changing rooms / classrooms when children are changing from Year 5 (PE) and from Year 3 when changing for swimming.
- DBS: all helpers in school who attend regularly will need to have a DBS (previously CRB) check. Please see the office and we can arrange this for you free of charge. It requires the collecting of some personal information, such as a passport number.
- Signing in: Please make sure that you always sign in at the front desk on arrival. All visitors and volunteers wear a visitor's ID. with child protection information on the reverse.
- During a fire drill, you will need to leave the building with the children via the nearest possible exit and make yourself known to the senior teacher running the drill.
- Home comforts: Please make sure you leave any personal belongings in a safe place e.g. the teacher's cupboard. Please use any of the staff toilets and feel free to join staff for a cuppa during break times in the staffroom! There is no charge for tea or coffee.
- Mobile phones: we ask that you keep mobile phones either on your person or in a safe location. You are not permitted to use the phone in the presence of children, (including texting) nor take any photographs / film on any personal device.
- Names: we are all happy to address each other by our first names in front of the children but we ask children to address all adults by their surname.